



Event Street Closure Procedure

Board of Works Approval will be required for street closures.

Step 1: Contact Sgt Smith and discuss your event request, 807-1293 or 807-1290

Step 2: Submit a Traffic Control Plan drawing showing type of traffic control to be used.

Step 3: ALL RESIDENTIAL HOMES or COMMERCIAL BUSINESSES AFFECTED will need to receive a *written notification in advance of the street closing or delay prior to Board of Works approval*. The notifications will need to be delivered to each residential home or commercial business within a 300' area (city block) in each direction of the road closure. This notice should include: Your organization name, what, when, where and why and your contact person and telephone number.

Step 4: You need to contact the services below that will be affected by your request:

LAFAYETTE POLICE DEPARTMENT -TRAFFIC DIVISION - Sgt. Smith	(765) 807-1293
LAFAYETTE CITY ENGINEERING DEPARTMENT	Office# (765) 807-1050 Fax# (765) 807-1049
LAFAYETTE SCHOOL CORPORATION TRANSPORTATION DEPT	(765) 771-6044
CITY BUS (GLPTC)	(765) 423-2666
TIPPECANOE COUNTY SHERIFF DEPT	(765) 423-9321
TIPPECANOE SCHOOL CORPORATION TRANSPORTATION	(765) 474-2481
WEA TOWNSHIP FIRE DEPARTMENT	(765) 474-9244

Step 5: If a State Road is affected INDOT must be notified (SR 26, SR 25, US 231, US 52)

INDIANA DEPARTMENT OF HIGHWAYS (Kenny Robertson)	(765) 884-1500
(Ron Byrd)	(765) 361-5254

Step 6: Write a letter of request directed to the Board of Works requesting the closure. This letter should include Who, What, When, Where and Why you need the closure.

Step 7: Provide proof of General Liability coverage for the event. \$1,000,000 for not-for-profit organizations and commercial groups or \$300,000 for individuals is recommended. A Certificate of Insurance will provide proof of coverage for the date of the event. The City of Lafayette, Indiana is required to be named as the Certificate Holder. An example Certificate of Insurance is included with this packet.

Step 8: Submit the event closure form, Board of Works Letter, neighborhood notification letter, and traffic control plan to Sgt. Smith. Steps 2, 3, 4, 6 and 7 must be completed before the closure is sent to the Board of Works.

Revised 09/01/09

Lafayette Police Traffic Division
Telephone 765-807-1290

20 N. 6th St. Lafayette, IN 47901-1412
Fax 765-807-1281



Event Street Closure Request

* This official event form must be submitted to the LPD Traffic Division (10) working days prior to the event closure.

NAME OF THE EVENT _____

DATE THE REQUEST WAS SUBMITTED TO THE CITY _____

DATE(S) OF CLOSURE _____

TIME(S) OF CLOSURE _____

LOCATION OF EVENT _____

BETWEEN STREET _____ AND _____

DETAILS OF THE EVENT (use back of form if necessary or attach letterhead) _____

CONTACT PERSON _____ PHONE NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

Note: Traffic control signage may be provided by the Engineer's Office, Traffic Improvement Department. Any questions should be directed to the Traffic Improvement Department, Fred Koning@ 807-1401.

REQUIRED APPROVALS:

Lafayette Police Dept Traffic Division: _____ Date: _____

Lafayette Police Dept: _____ Date: _____

Chief of Police

Board of Public Works and Safety: _____ Date: _____

* It is imperative that a copy of this form be sent to the following after approval by the Office of the Chief of Police and prior to BOW Meeting.

Cc: Sgt. Max Smith – LPD Traffic Division
Fred Koning – Traffic Improvement Department
Lafayette City Engineers Office

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City of Lafayette Board of Works Procedure

Board of Works meetings are held on Tuesdays, at 9:00 AM.

Your written event street closure request will need to be submitted to Sgt Smith on **Wednesday by 4:00 PM** to get on the “Board of Works (BOW)” agenda for the next **Tuesday**.

On **Tuesday** you may need to attend the **“Caucus” meeting at 8:30 AM**, which is held in the **BOW room**, located across from the Engineering Department, at City Hall.

After **“Caucus”** everyone will move to the **Council Chambers** located on the first floor of City Hall for the actual **BOW meeting** which starts at 9AM.

When your closure is announced, you will need to walk to the podium to discuss the request for the street closure and publicly answer any questions the **BOW** has.

Revised 09/01/09

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